



# State of Nevada

## *IT Project Oversight Committee (ITPOC)*

### Policy

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#### 1.0 PURPOSE

To establish a policy for the oversight of information technology (IT) projects in the state of Nevada. Project oversight is an essential management practice to ensure the successful implementation of information technology projects. The purpose is to ensure that the IT project is being managed in compliance with the project plan, that sound management practices are being observed, that contractors are delivering on their contracts, that the project is adequately staffed and that schedules are reasonable and are being met.

#### 2.0 SCOPE

This applies to all Nevada state executive branch organizations receiving, expending or disbursing state funds.

Specifically those state organizations as defined in Section 8.0, which are undertaking:

- Major IT projects and investments with a total cost of \$500,000 or more, including the cost of state employee time;
- Additional requests for funding for existing IT projects that now cause the project to have a total cost of \$500,000 or more; and/or
- IT projects and investments that are critical in nature or have major impact on a state organization.

#### 3.0 EFFECTIVE DATES

The requirements of this policy are effective 90 days after sign-off by the Governor or his designee.

#### 4.0 RESPONSIBILITIES

The Information Technology Project Oversight committee (ITPOC) is responsible for providing oversight to those projects as described in Section 2.0.

Heads of all Nevada state executive branch organizations are responsible for providing the required IT project information to the ITPOC for their organization's compliance with the requirements of this policy.

The IT project manager has the basic responsibility for implementing the policy. If the IT project manager is not a state employee, then a state employee must be assigned to provide oversight to this non-state IT project manager and ensure compliance with this policy.



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#### 5.0 RELATED DOCUMENTS

[http://gitoc.nevada.gov/document\\_index.htm](http://gitoc.nevada.gov/document_index.htm) - Project

Policy 9.04(A) Project Management  
Policy 9.05(A) Project Planning  
Policy 9.06(A) Risk Management  
Policy 9.07(A) Project Tracking  
Policy 9.08(A) Requirements Management  
Policy 9.09(A) Configuration Management  
Policy 9.10(A) Project Closeout  
Standard 9.03(A) Monthly Cost Schedule Report  
Standard 9.11(A) Risk Assessment and Management Report  
9F01\_Form\_CSPEC  
9F02\_Guide\_CSPEC  
F903\_Form\_Risk Assessment Questionnaire  
F904\_Form\_Risk Management Worksheet  
F906\_Form\_Interim Project Review (IPR)

#### 6.0 POLICY

All IT projects as defined above in Section 2.0 will be conducted under the oversight of the ITPOC as specified below:

- Before a state organization begins an IT project, they must advise the ITPOC of their intent to begin the project. A time will be scheduled for the project manager to present the project to the ITPOC at a monthly committee meeting.
- Prior to the initial meeting with the ITPOC, the project manager must submit the following items:
  - A) the project Technology Investment Request (TIR)
  - B) the project plan
  - C) the Risk Assessment questionnaire
  - D) the Risk Management worksheet
  - E) the Project Cost/Schedule report
- The ITPOC will evaluate the size, complexity, risk and consequences for failure for projects and will determine to what extent oversight will be required to adequately monitor the execution of IT projects.
- All projects must have a qualified IT Project Manager assigned and Quality Assurance to monitor the project.



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- All projects must be conducted in accordance with the policies, standards, and forms identified above in Section 5.0.
- On a monthly basis, all project managers are required to complete the Project Cost/Schedule report using either the Cost/Schedule Performance Evaluation Criteria (CSPEC) form or the Interim Project Review form and submit it to the IT Project Oversight Committee (ITPOC) for review.
- Depending on the overall risk level of the project, all project managers will submit an updated Risk Management worksheet on either a monthly or quarterly basis to the ITPOC for review. An updated Risk Assessment questionnaire may also be required.
- The ITPOC will review the cost and schedule performance of all IT projects on a monthly basis. If any project is judged to be at serious risk for either excess cost or delay, the Governor or his designee shall be notified.
- If a state organization is requesting additional funding for an ongoing IT project, they must submit an updated Technology Investment Request (TIR) reflecting the revised costs to the ITPOC for review and approval.

#### OBJECTIVES:

- Identify and make recommendations for the remediation of risky and potentially unsuccessful project activities and problem situations at the earliest possible time;
- Provide for monitoring, evaluation and reporting on projects with issues that require heightened management attention;
- Provide an efficient and effective means to share “best practices”, “lessons learned” and other information on IT project management and oversight with the state’s IT community.

#### 7.0 EXCEPTIONS/OTHER ISSUES

Exceptions to this policy must be approved by ITPOC and the Chief Information officer (CIO).

#### 8.0 DEFINITIONS

- 8.1 State Organization: departments, divisions, agencies, bureaus, units, commissions, boards, or institutions
- 8.2 Information Technology Project: a project for a major computer, telecommunications or other information technology improvement with an estimated cumulative cost of \$500,000 or more and



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includes any such project that has proposed expenditures for: (1) new or replacement equipment or software; (2) upgrade improvements to existing equipment and any computer systems, programs, or software upgrades therefore; or (3) data or consulting or other professional services for such a project.

- 8.3 Qualified Project Manager: An individual who has at least five-years experience in all aspects of IT project management. Must have proven experience with managing large, complex IT projects to acceptable completion.

<i>Approved By</i>		
Title	Signature	Date
ITPOC Chair	Signature on File	1/11/02
NV IT Operations Committee Chair	Signature on File	1/11/02
Governor/Governor's Representative		

<i>Document History</i>		
Revision	Date	Change
9.02(A)	1/11/02	Initial release.